

City of Chattanooga, TN
Personnel Class Specification

Class code 0899

FLSA: Exempt

CLASSIFICATION TITLE: TACTICAL SERVICES CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with overseeing the fire department's special operations, which may include emergency medical services, technical rescue operations, hazardous materials emergency response, community emergency preparedness, or other functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Oversees special operations and department activities involving emergency medical services, technical rescue operations, hazardous materials emergency response, community emergency preparedness, or other functions.

Assists in directing operations and activities of the fire department as needed.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; initiates any actions necessary to correct deviations or violations.

Consults with Fire Chief, Deputy Fire Chief, outside agencies, and other officials as needed to review department activities, provide incident status or progress reports, resolve problems, and receive advice/direction.

Communicates with fire department personnel, other departments, emergency management personnel, dispatchers, law enforcement officials, hospital personnel, ambulance personnel, property owners/occupants, utility companies, patients, family

members, the public, community organizations, outside agencies, and other individuals or groups as needed to coordinate work activities, review status of work projects, exchange information, resolve problems, or give/receive advice/direction.

Coordinates special operations activities with those of other departments, agencies, contractors, outside organizations, or others as needed.

Responds to emergency calls as needed for fire suppression, emergency medical assistance, hazardous materials emergencies, technical rescue operations, natural or manmade disasters, and other emergency situations.

Directs major emergency calls involving emergency medical assistance, technical rescue operations, hazardous materials emergency response, and other such disasters; assists in the direction of major emergencies which may threaten the safety of the community.

Serves as incident commander at emergency scenes; supervises fire fighting, technical rescue operations, emergency medical incidents, and hazardous materials emergency response; assesses emergency calls to determine need for additional assistance; assigns resources to specific tasks; secures incident scenes.

Performs fire fighting duties as needed; drives/operates fire vehicles/apparatus; locates water supplies; lays out, maneuvers, and deploys hoses; operates pumps and directs stream of water or chemicals onto fire; suppresses, controls, and extinguishes fires; climbs ladders of various heights to access upper levels of buildings and to perform rescue operations; ventilates smoke and gas from buildings.

Performs search, rescue, extrication of victims, forcible entries, emergency medical care, and rescue from burning structures.

Coordinates the mitigation of spills and releases of hazardous materials; implements site safety and control plans; controls, contains and/or confines hazardous substances; coordinates necessary containment and cleanup activities with other agencies when appropriate.

Initiates loss control measures including salvage/overhaul functions and environmental protection actions; coordinates security and cleanup activities.

Conducts incident analysis; gathers information and preserves evidence for incident investigations; assists in identifying cause of incidents; estimates impact or damage caused by incident.

Investigates accidents/injuries involving fire department staff or equipment.

Implements, coordinates, and supervises special operations training activities; ensures that personnel receive appropriate training; reviews training programs and schedules with other department managers/supervisors.

Coordinates various emergency response planning activities; ensures readiness for identified emergency situations.

Oversees and maintains inventory levels of specialized resources; initiates orders for

new or replacement materials.

Operates or utilizes various equipment, tools, and supplies associated with emergency response operations and general office operations, which may include a motor vehicle, fire engine/pumper, aerial ladder truck, pump apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, portable lights, battery charger, air monitoring equipment, blood pressure cuff, defibrillator, oxygen regulator, backboard, stethoscope, thermometer, diagnostic medical equipment, gauges, radio communications equipment, telephone, television, VCR, overhead/slide projector, typewriter, copier, facsimile machine, or calculator.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Assists in developing and implementing long and short term plans and goals for the department.

Assists in developing and implementing departmental budget; makes budgetary recommendations; monitors expenditures.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, incident reports, inventory reports, pre-incident plans, legal documents, inspections, schedules, requisitions, performance appraisals, attendance records, training reports, special project reports, equipment records, job/task analyses, policies, procedures, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, invoices, budget reports, training records, pre-incident plans, incident reports, accident/injury reports, performance appraisals, maintenance records, equipment records, attendance records, drawings, maps, water flow charts, manuals, policies, procedures, laws, regulations, standards, reference materials, product information, professional literature, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, presentation, desktop publishing, or other software programs.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Prepares department files; maintains file system of department records.

Performs research functions as needed.

Communicates via telephone and/or two-way radio; provides information, guidance, and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Provides information and education to the public concerning fire safety, fire prevention, and community emergency preparedness; conducts various public education/information programs, including fire drills, emergency response exercises, fire inspections, pre-incident surveys, or tours of fire station.

Reports any unusual or problem situations.

Attends meetings; serves on various committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, techniques, trends, and advances in the profession; evaluates new techniques, methods, procedures, and resources; reads professional literature; maintains professional affiliations; attends meetings, conferences, workshops and seminars as appropriate.

Meets appropriate requirements for training, certification, and licensure for various work tasks including fire fighting, emergency medical care, hazardous materials response, technical rescue, and community emergency preparedness.

ADDITIONAL FUNCTIONS

Provides assistance to backup coverage to other employees as needed.

Responds to requests for information or questions related to department operations; provides information, researches problems, and initiates problem resolution.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in fire fighting and emergency medical treatment programs, supplemented by six (6) years previous experience and/or training that includes progressively responsible fire administration, fire suppression, emergency medical care, hazardous materials response, technical rescue operations, community emergency preparedness, and supervision/management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter II certification. Must possess and maintain valid Fire Instructor Level I certification. Must possess and maintain valid Hazardous Materials Instructor and Hazardous Materials Technician

certifications. Must possess and maintain a valid Tennessee Driver's License with F endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, and smoke.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.